The Columbia University School of Social Work | New York, N.Y. 10025

Myles Cooper Bldg. 440 West 110th Street

May 6, 1971

Mr. Amilcar Velez-Lopez
241 Lafayette St.
Paterson, N. J. 07524

Dear Mr. Velez-Lopez:

I am pleased to inform you that you have been elected a member of the Board of the Alumni Association of the Columbia University School of Social Work for a three-year term (July 1, 1971 to June 30, 1974).

You have already received a copy of the Responsibilities of Association Board Members. We hope that you will be an active representative in your area and let the Alumni Office know of any news of interest for the Alumni Newsletter. The enclosed Election Report lists other new Board members elected with you and those who are continuing in office.

The announcement of your election will be made at the Annual Meeting of the Alumni Association on Tuesday, May 18, at the Baker Hotel in Dallas, Texas, during the National Conference on Social Welfare. All alumni are invited to attend the breakfast meeting, which will be held at 8 a.m. in the Camelia Room. Reservations may be made at the CUSSW Conference Booth.

We will start sending you minutes of the Executive Committee meetings so you will become familiar with Association business. These can and should be shared with any alumni in your area who are interested.

I want you to know how appreciative we are of your willingness to serve the Alumni Association in this way and I trust you will find the experience pleasant and rewarding.

Sincerely yours,

Robert K. Davis

Robert K. Davis, Chairman
1970-71 Nominating Committee

Enc.
RKD:hb

RESPONSIBILITIES OF ALUMNI ASSOCIATION BOARD MEMBERS

The Board of the Alumni Association meets twice a year--at the time and place of the Annual Forum of the National Conference on Social Welfare and at the School, usually in January. Board members are elected for a three year term. During the first year, all those living outside the New York City area receive minimum travel expenses to attend the Midyear Board meeting, held at the School.

Board members have responsibility for formulating policy for the Association and for suggesting and implementing new ways in which they can be most helpful to the School and to the alumni.

A Board member represents the alumni in his locality and helps carry out Association activities. This includes the organization of alumni groups for meeting at state, regional, national, or international conferences, and for meetings with representatives of the University, the School, and alumni who may have occasion to visit.

Since fund-raising for the School is one of the important aspects of the Association's program, it is incumbent upon Board members to assist and support the annual campaign. They are also urged to keep the Alumni Office informed of news of alumni in their areas and to act as local reporters for the Newsletter and retcruitment activities.

The Executive Committee meets monthly to attend to the business of the Association between regular Board meetings. All members of the Board are invited to attend these Executive Committee meetings when they are in New York. Minutes are distributed to all members to keep them informed of Association activities. Comment and suggestions based on these minutes are earnestly solicited.

DUTIES OF ALUMNI CUSSW ADVISORY COUNCIL MEMBERS

The three alumni members of the Advisory Council represent the Association on what is in effect the closest policy forming group for the School. Within the last few years this has become an exceedingly important and active body. Alumni members are elected for a three year term, one nominated each year. After election, the candidate's name is presented to the President of the University by the Dean for official approval.